



STATE OF CALIFORNIA

SEASONAL CLERK

JOB OPPORTUNITY

FRANCHISE TAX BOARD

PO Box 550
Sacramento CA 95812-0550
(916) 845-3650

TDD is Telecommunications Device for the Deaf.

California Relay Service

From TDD phone (800) 735-2929

From Voice phone (800) 735-2922

POSITION INFORMATION:

Employees in this class are employed on a temporary basis (in most sections less than 40 hours per week) in clerical processing operations in various sections of the Franchise Tax Board. **Most of these positions are primarily available during the tax season (January – April).**

Applicants receiving public assistance under the Calworks Program and Temporary Assistance For Needy Families (TANF) – formerly Aid to Families with Dependent Children (AFDC) – will be given priority consideration. A letter from the County Welfare Department verifying TANF status must be submitted with the application. Applying for a Seasonal Clerk position by a TANF recipient shall be voluntary. The TANF recipient shall not be penalized either through the loss of benefits or eligibility for not applying, accepting, or continuing in a seasonal position at Franchise Tax Board.

MINIMUM QUALIFICATIONS:

Applicants must be able to read, write, and speak English; do simple clerical work; follow a prescribed routine, and be able to follow oral and written directions.

Applicants should be aware that prior to employment with the Franchise Tax Board, a background investigation will be conducted. The investigation will consist of completion of a questionnaire, fingerprinting, and inquiry to the Department of Justice to disclose criminal records.

The Immigration Reform Act of 1986 requires that prior to employment, applicants must provide a document or documents that establish identity and employment eligibility, or a receipt showing the applicant has applied for the document.

JOB DUTIES:

General tasks may include but are not limited to the following: clerical work related to the processing, mailing and filing of tax forms; receive, open, time stamp, sort and distribute mail as directed; post payments, locate and refile numerous tax forms; examine tax forms for legibility and proper math addition; code and batch tax returns in numerical order; and operate various office machines. Most of these duties require meeting production and accuracy standards.

TESTING:

An aptitude test may be required for certain job functions.

SALARY RANGE:

\$7.64 to \$8.73 per hour.

HOW TO APPLY:

Applications will be accepted continuously. Applications will be kept on file for one year from date of receipt. A completed State application (Form STD. 678) may be filed:

By Mail:

PERSONNEL ROSTER
ATTN: HIRING COORDINATOR
FRANCHISE TAX BOARD
PO BOX 550
SACRAMENTO CA 95812-0550

In Person:

FRANCHISE TAX BOARD
9646 BUTTERFIELD WAY
SACRAMENTO CA 95827

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

Earn Extra \$\$\$!!!

(\$7.64-8.73 per hour)

Seasonal Clerks Needed

Applications being accepted NOW!

Look forward to:

- Fun working environment
- Free parking
- Full cafeteria
- Two snack bars
- Two coffee bars
- Easy freeway access
- Light rail/Bus service

See other side for job description.
For more information: Call (916) 845-3650